

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes Monday 6 April 2020, 6.17pm, Via Zoom			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Robert Solomone, Harmanjeet Singh, Steve Miller, Isaac Tekai Sarah Loomb, Sala Sefilino, Sarah-Jane Whitehead Jolie Kay-Cassin [minutes]		
Apologies:	Nil		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Ananda Baskaran		
Presentation by:	Nil		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Board Subcommittee roles and responsibilities February 2020 <p>Discussion:</p> <ul style="list-style-type: none"> HPE consultation statement - contacted experts, new documentation available, https://www.tuturu.org.nz/healthconsultation/ Sarah working on draft expanded statement for next meeting <p><i>It was then moved that the Alfriston College Governance Framework Document 2018 v4 Part A4 and C2.4 be updated</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>	Sarah	
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	<p>Discussion:</p> <ul style="list-style-type: none"> Refer in-committee meeting 		
Health, Safety and Welling [HSW] report:	<p>Discussion:</p> <ul style="list-style-type: none"> Refer to in-committee minutes 		
Employment, Finance and Property [EFAP] report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 19 February 2020 Financial statement February 2020 Network Support Extension MOU <p>Discussion:</p> <ul style="list-style-type: none"> Nothing extraordinary to report in February financial statements MOE have got N4L to purchase licenses and manage our wireless connection points throughout the school - saving of capital expenditure budget <p><i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: R Solomone Carried</p>		

	<p><i>It was moved that the minutes of 19 February 2020 meeting be taken as read and accepted as a true and accurate record</i> Moved: S Miller Seconded: R Solomone Carried</p> <p><i>It was then moved that the EFAP Report be accepted</i> Moved: S Miller Seconded: R Solomone Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • <i>That the monthly management for February 2020 be accepted</i> <p>Moved: S Miller Seconded: R Solomone Carried</p>		
<p>Planning, Reviewing, Achievement, Teaching and Learning [PRATL] report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Analysis of Variance AC2019 Final • AC Way 2020-2022 [annual plan and strategic plan] <p>Discussion:</p> <ul style="list-style-type: none"> • Analysis of Variance AC2019 completed • AC Way 2020-2022 has been completed: <ul style="list-style-type: none"> ○ Strategic plan has not changed much ○ Annual plan - simplification of plan, using school improvement template, focus on achievement, engagement and attendance [targets and interventions] ○ Focus should be on targets and not so much on the interventions, some interventions will be on-going <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: S Loomb Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: R Solomone Seconded: S Loomb Carried</p>		
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • School Leader's report <p>Discussion:</p> <ul style="list-style-type: none"> • Important as a historical document - Covid-19 • Harmanjeet believes learning from home is better than school - flexibility, immediate access to information, study at own rate, work is getting done faster • Gap between digital learning at junior and senior levels - some courses are currently not adequately using digital learning • Preparing well for start of digital learning from next Wednesday - all staff to be on-line during timetabled classes; 99% of our staff and learners ready for digital learning [using Google Class/Hapara] • Learning Leaders can track learners access, engagement and attendance via Hapara and will get regular feedback/feedforward • Learning Leaders using Hapara can also see everything a learner has open i.e. google, YouTube • Phone is not an acceptable advise - does not have the functionality required • Practical lessons will be a problem • Board keen to know what attendance and engagement looks like after the first week - a way of reporting to the community • MOE publishing reminders around well-being and health while learning from home - EAP services available • Community relatively peaceful and quiet • Option to use staff who cannot continue to do their normal roles to phone/connect with learners • Latest school Update has been distributed successfully today <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: S Loomb</p>	<p>Robert</p>	

	<p>Carried</p> <p><i>It was then moved that the March 2020 School Leader's Report be accepted</i></p> <p>Moved: R Solomone Seconded: S Loomb Carried</p>		
Minutes of previous meeting and matters arising from the minutes:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 2 March 2020 <p><i>It was moved that the minutes of 2 March 2020 meeting be taken as read and accepted as a true and accurate record</i></p> <p>Moved: S-J Whitehead Seconded: S Loomb Carried</p>		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Inwards and outwards correspondence <p><i>It was then moved that the tabled inwards and outwards correspondence be received and accepted</i></p> <p>Moved: S-J Whitehead Seconded: S Loomb Carried</p> <p>Discussion:</p> <ul style="list-style-type: none"> Discretionary leave applications tabled <p>Recommendations:</p> <ul style="list-style-type: none"> <i>That the Board approve the following discretionary leave applications tabled at this meeting:</i> <ul style="list-style-type: none"> <i>Robert Solomone, release from duties, 10 March 2020</i> <i>Satomi Mizutani, 5 days bereavement leave, 2 days travel for bereavement leave, up to 5 additional days family leave, 18-27 March 2020</i> <i>Isaac Tuia, 4 days family leave important occasion, 10 days leave without pay, 12-29 May 2020</i> <i>Robert Solomone, annual leave, 6-19 July 2020</i> <p><i>It was moved that the above recommendations be accepted</i></p> <p>Moved: S-J Whitehead Seconded: S Loomb Carried</p>	Jolie	
Review of AC Charter, Governance and Operational Policies 2018 v4:	Nil		
C5.1 Triennial review programme [internal evaluation process]	Nil		
Any other matters:	<p>Discussion:</p> <ul style="list-style-type: none"> Special amendment required to refund International Students in 2020 due to Covid-19 - agenda for discussion Cleaning/grounds - paid as normal [Ministry directive]; no one can access the school during the lockdown period MOE will make special dispensation for new chromebooks and chromebook insurance to ensure learning from home [we have 600 chromebooks and some laptops which we may be asked to use, but would require pulling COWS apart] <p>Ananda Baskaran and Isaac Tekai left the meeting at 7.24pm</p>	Agenda	
IN-COMMITTEE DISCUSSION:			
In-Committee:	<p>At: 7.25pm</p> <p><i>It was then moved that in order to discuss financially sensitive and ensure privacy of individuals the public is removed from the next section of this meeting</i></p> <p>Moved: S-J Whitehead</p>		

	Seconded: R Solomone Carried		
Out of In-committee:	<i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead Seconded: S Miller Carried At: 8.16pm		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> • Draft expanded HPE consultation statement • Report on what digital learning attendance and engagement looks like after the first week • Special amendment required to refund International Students in 2020 		
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> • Health, Safety and Wellbeing, 5.00pm, Monday 18 May 2020 • Employment, Finance and Property, 3.30pm, Wednesday 20 May 2020 • Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 21 May 2020 • BOT monthly meeting, 6.00pm, Monday 25 May 2020 		
MEETING CLOSURE:	At: 8.16pm		
ACTIONS:	<ul style="list-style-type: none"> • Draft expanded HPE consultation statement • Report on what digital learning attendance and engagement looks like after the first week • Load discretionary leave applications onto relief calendar 	Sarah Robert Jolie	Actioned

NOTE: A meeting quorum consists of more than half the Trustees currently holding office. Declaration of a conflict of interest does not destroy a quorum. Eight Trustees currently holding office = quorum **five** Trustees

Signed by Board Representative:

Dated: